

ACTION PLAN

Event/Project Title: Newsletter Editor **Event/Project Deadline:** Quarterly
Chairperson(s): _____

General Task/ Desc. of Activity	Location	Steps to Completion	Others Responsible	School Contacts	Materials, with Cost	Done? Y/N	Notes (ex, modification ideas)
Gather information		Gather/request news information from MMSA President, Administration, MMSA member, MMS faculty for inclusion in newsletter. Coordinate with MMSA Chairs for information for events, activities, and programs		Administrator			Prior to progress reports and quarterly grade reports
Prepare newsletter		Organize and type newsletter. Use prepared masthead and include issue, volume, and date		Administrator			
Submit newsletter		Submit newsletter to MMS Administration for review, duplication, and distribution					